



**City of Annapolis**  
**Office of Human Resources**  
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## Position Vacancy Announcement

Position	Risk Analyst – Contractual	Opening date	July 25, 2012
Department	Office of Emergency Preparedness & Risk Management	Closing date	August 30, 2012
Salary range	\$47,567.00 - \$76,108.00		

**This position is contractual until January 1, 2013 at which time it will be converted to a Civil Service position. Internal applicants are welcome to apply.**

### General statement of duties

The Risk Analyst directs the City's risk management program and performs technical and administrative duties associated with that program. In addition, the Risk Analyst participates in emergency management functions at the direction of the Director of the Office of Emergency Preparedness and Risk Management.

### Distinguishing features of the class

This is an administrative position which encompasses activities pertaining to risk prevention, the purchase and monitoring of insurance coverage, and, with regard to self-insured risks, the analysis and settlement of claims alleging damages or injuries with the aim of reducing the city's risk expenses. The Risk Analyst reports to the Director of the Office of Emergency Preparedness and Risk Management and coordinates with employees, supervisors, department directors, and external stakeholders such as doctors and attorneys. The Risk Analyst monitors all risk-related investigations, provides progress reports and statistical summaries manages the emergency operations center during activations and completes any other duties as assigned.

### Examples of work (illustrative only)

- Analyzes, investigates, evaluates, vehicle claims, general liability claims, worker's compensation claims and any other claims to assess opportunities for cost savings;
- Monitors risk-related investigations and provides progress reports and statistical summaries;
- Serves as staff to the Risk Management Policy and Operations Groups and prepares reports and assessments for those groups;
- Assists the public, claimants, management, employees and others to assist with the resolution of claims;
- Acts as liaison to insurers or third party administrators;
- Manages various liability, property and specialty insurance policies;
- Acts as liaison with legal counsel, and coordinates and assists in proper preparation of claim files;
- Develops a strategic plan for the city's Risk Management Program;
- Maintains all appropriate files and records for the Risk Management Program;
- Coordinates and develops training to ensure compliance with new regulations;
- Provides assistance and guidance to departments regarding liability, risk issues and contract administration;
- Works with the Office of Law to review city contracts for insurance requirements and risk mitigation;
- Develops policies and procedures for loss prevention and risk control;
- Conducts research and prepares a variety of statistical and administrative reports;
- Coordinates the claim function with other risk management activities to provide an effective loss control program;
- Review current insurance legislation to determine necessary changes in insurance requirements and coverage;
- Assist in development and implementation of safety training programs for compliance with OSHA regulations and other federal, state or local requirements;

- Assists in the preparation of division budget and oversees expenditures;
- Represents the city on external committees/commissions/boards that concern themselves with risk management matters;
- Responds on behalf of the city to external surveys, questionnaires, correspondence, etc., that pertain to risk management matters;
- Notifies the proper authorities of any unsafe, hazardous conditions, suggest corrections, follow-up suggestions until completion;
- Supervises work groups and projects;
- Performs emergency management duties at the emergency operations center during an activation as a part of the response team;
- Performs other duties as assigned.

### **Required knowledge, skills and abilities**

Ability to establish, operate and maintain an effective risk management function, ability to acquire familiarity with risk/emergency management policies and procedures; ability to exercise tact, courtesy, and professional judgment. Considerable knowledge of principles, practices and techniques of public risk management, state and federal regulations related to areas of responsibility, and considerable knowledge of principles and practices of supervision and management, ability to manage multiple projects, effectively analyze factors concerning risk, liability, safety and occupational hazards, ability to identify and resolve problems, plan, organize and supervise the work of others, ability to establish and maintain effective working relationships with employees, other agencies and the public, ability to communicate effectively verbally and in writing.

### **Acceptable experience and training**

Graduate from a university or college of recognized standing and at least five (5) years experience in program management and/or development. Experience providing written and oral reports to top government officials, writing and developing strategic plans and project management plans, interfacing with contractors, and developing organizational solutions to improve safety, efficiency, and to create cost-savings.

### **Americans with Disabilities Act**

Physical ability: Ability to perform required inspections on construction sites; ability to ambulate over rugged terrain and climb ladders; ability to operate a vehicle; ability to operate standard office equipment including copier, computer, fax machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: To effectively operate standard engineering office equipment; ability to read and write reports, correspondence, instructions, etc.

Hearing ability: Sufficient to hold conversation with other individuals both in person, over a telephone and/or radio.

Speaking ability: Sufficient to communicate effectively with other individuals in person, over a telephone and/or radio.

Freedom from mental disorders which would interfere with performance of duties as described.

### **Application process**

Candidates must complete a City of Annapolis application form. The application must be postmarked, or received in the City of Annapolis Department of Human Resources office by 4:30 p.m. on the closing date. Incomplete applications will not be considered.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.